

## DISTRICT TEST COORDINATOR'S CHECKLIST

This checklist is to be used as a helpful reminder to eliminate common errors that have caused problems in the last three ISAT test administrations. It is crucial to the statewide testing program that one district test coordinator be designated for each district. The district test coordinator is responsible for:

1. Ensuring that sufficient quantities of test materials are available.
2. Implementing the testing program in the district.
3. Verifying that prescribed administration procedures are followed.
4. Maintaining test security.
5. Coordinating testing activities with local counselors and administrators.
6. Attending ISAT WebEx training conducted by the State Board of Education.
7. Training teachers/proctors in proper testing procedures.
8. Informing students and parents about the statewide testing process.
9. Maintaining current contact information with the State Department of Education at:  
<http://www.sde.idaho.gov/idci/default.asp>

\_\_\_\_\_ I have completed all of the responsibilities listed above.

\_\_\_\_\_ I have verified with special programs directors to insure that students with IEPs, ELPs and 504s will be properly accommodated when taking the ISAT.

\_\_\_\_\_ I have verified the coding of all subgroups and verified numbers of students in each group. Although we do not report AYP for migrant students, migrant numbers must be accurate for compliance and district funds.

\_\_\_\_\_ I have reviewed the testing schedule and assisted building coordinators in scheduling adequate time for all students (recommended 90 minute slots) and early start times for students who are known to need extra time.

\_\_\_\_\_ I have trained proctors, using the Test Administration Manual (TAM), to assure proctors will not start a test if a student is not feeling well, or has an appointment that will interrupt his/her testing time.

\_\_\_\_\_ I understand that a request for an overnight reactivation must be documented and submitted to the Office of the State Board by the district test coordinator.

\_\_\_\_\_ I will arrange for the data file review before the end of the make up week to assure that all student data is accurate and complete (enrollment dates, exited students, duplicate entries, and scores for each student tested).

\_\_\_\_\_ I have communicated with the technology department to see that all downloads have been completed and all computers to be used for testing have been checked.

Printed Name

Signature

Date

District Name and Number



Please mail (or fax) completed form to:  
Office of the State Board  
Attn: Accountability  
650 W State Street, Suite 307  
Boise, ID 83720-0037  
FAX: 208-334-2632

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